

DRAFT MINUTES

Meeting: Hazelbrook Football Club Management Committee
Date: Monday 28th February 2011
At: Hazelbrook Bowling Club
Meeting Commenced: 7:10pm
Meeting Closed: 9:10pm

Attendees:

- Martin Ryan (President & Public Officer)
- Ian Sanford (Secretary)
- John Grego (Registrar)
- Susan Kondek (Junior VP & Publicity Officer) – arrived 7:45pm
- Kate Johnston (Assistant Secretary)
- Patrick Gardiner (Sponsorship, Fundraising & Social Director)
- Simon Bass (Equipment Officer)
- ✧ Mia Bronotte (Women's Co-ordinator) – Mia formally tabled her resigned from the Committee, which was regretfully accepted; Mia did not remain for the actual meeting.

Apologies:

- Tim Foley (Treasurer)
- Matthew Lonsdale (Skills Development Officer)
- Mark Parker (Sports Safety Officer)
- Markeesha Hartshorn (General Committee)
- Billy King (General Committee)
- Lynda Kondek (General Committee) – arrived 7:45pm
- Suzy Ladanyi (General Committee)
- Leilani Daniels (Member Protection Information Officer – Female Players)

REVIEW & ACCEPTANCE OF MINUTES OF 17TH JANUARY 2011-03-10

Moved: Ian; Seconded: Martin.

Amendments: Suzy is unable to perform practical first aid training for coaches and managers, however, she is able to give a first aid lecture and so will do this instead at the coaches and managers meeting.

BUSINESS ARISING

1. VACANT COMMITTEE POSITIONS

- Competition Secretary – URGENT!!! Communications from Nepean is currently coming to Ian until position filled.
 - Do we separate the tasks and distribute amongst various (Committee) members; or do we advertise a paid role?
 - What are the functions of Comp. Sec.? Trial matches and other upcoming events, coaches and managers meeting, and admin. (collect, collate, correct & deliver team sheets, communicate changes to coaches/managers, and disseminate, coordinate and follow up other important information/requirements). Graham Patterson has volunteered to organise trial matches, Martin will coordinate coaches and managers (at least initially, as we also still need a Director of Coaching) and C&M manual to be amended for 2011 and hard copies distributed and soft copy uploaded to website, and then Suzy had offered to coordinate team sheets plus Mick Senschal offered to drop team sheets to Nepean – needs to be more coordinated and centralised with an admin

person rather than many people performing any tasks. We need to confirm that all are definite and find volunteers for the remaining roles – canvass everywhere possible.

- Pros & cons of paid role: Will entice someone to the role as we may have no other option with deadline approaching, applicant would probably fulfil professional and club requirements and ensure all tasks completed as per regulations; No one has previously been paid for the dedication and effort they have put in for this role and all the others, funds could be better spent elsewhere, applicant could be a non member and not understand club ethos... Sue was strongly against payment for the role.
 - Cost estimates: Estimated that tasks should take approx. 4-6 hours/week at a basic rate (for Committee estimates only, applicant would be paid more as a lump rather than hourly, and payment would be cash in hand – TBC) of \$20/hour for 18-20 weeks which works out to between \$2500-\$4000 (lower rate preferred). Ian and John to define role and payment rate; all members to try to source someone to fulfil admin aspect of role.
 - **Canteen Director:** Rough proposal tendered by Patrick and Kate - general Committee approval, however, a separate meeting was arranged to discuss all practicalities of role and negotiate contract before final approval; Martin and Ian to attend.
 - Dave from TwentyFive10 (bistro at HBC, previously 2FrontDoors) has offered basic barista training, premium coffee at cost price of \$6/kg, plus use of his professional coffee machine until HFC is able to purchase one (also recommended by Dave) in return for a sponsorship deal basically consisting of loyalty cards – Pat to report at Canteen Directors meeting and then negotiate sponsorship deal).
 - Role: stock ordering / monitoring, customer service, cleaning, upkeep of equipment, food safety, menu revision and food quality, volunteers, etc... to be discussed at meeting.
 - No stock was left at the end of the 2010 season.
 - **Senior Vice President:** Martin still needs to speak with Matt Cavanagh and invite to a meeting.
2. **REGISTRATION:** There were not enough numbers for an 18G team so they will go to either 16G or AAL as appropriate; there is an 18G comp so possibly promote in the future.
3. **MUSTER REPORT / TEAM NUMBERS:** Draft report from Sue and Billy (estimates only as figures sure to change). Sue to advise John which division each team will be in and phone parents to advise those players moving up age groups. Final registration to be submitted to Nepean by John on Thursday 3rd March – any requests to amend teams must be presented before then, e.g. U15's.

BOYS			GIRLS		
AGE GROUP	# TEAMS	# PLAYERS	AGE GROUP	# TEAMS	# PLAYERS
U6	6	6	U12	2	14
U7	5	6	U14	1	12
U8	4	7,8,8,8	U16	1	17
U9	2	10	AAL	3	16
U10	2 or 3	12 or 9,9,10			
U11	2	13,14			
U12	1	14			
U13	2	12,11			
U14	1	13			
U15	2	12			
U16	1	14			

U17	1	13-14			
U18 / AA	2	16			

4. **FIRST COACHES & MANAGERS MEETING:** To be held Friday 11th March at 6pm; canteen to provide BBQ; Simon to hand out some team kits or parts thereof - first equipment hand out by Simon and volunteers to be held Thursday 3rd March at 6pm; C&M manuals to be given out – manuals to be updated and given to all teams; Sue to organise; team lists and information to be given out so teams can prepare for trials. Martin to coordinate.
5. **STORAGE CONTAINER & DA:** Still to be finalised and submitted to BMCC. Martin is coordinating.
6. **JUNIOR TRAINING CAMP AT GLORIA PARK:** To be held in April 2011. Football NSW organises everything, we just need to advertise to SSF. Sue to coordinate.
7. **NEWSLETTER:** First edition to be published second week of the season. Michelle to coordinate.
8. **CLUB LIST:** A work in progress by Sue.
9. **BLUE KANGAROOS:**
 - As they operate as a separate entity in part, it was decided that Tim would open a bank account separate from HFC, under the name Blue Kangaroos.
 - Shirts – Simon has sourced a supplier who offers 6 week turnaround and delivery; Shirts to have Blue Kangaroos logo and different design to HFC uniform. John to investigate pricing, designs, colours, etc.
10. **TREASURER'S REPORT:** See Appendix notes.
11. **EQUIPMENT:** Accounts / spending to be approved - Simon provided 4 invoices from Football NSW to the value of \$3101 (Ian to give to Tim).
Moved: Ian; Seconded: Sue; Full Committee approval of equipment spending.
12. **PURCHASES:**
 - Tent repair: \$140-\$150 approx. Repair approved; Simon to provide invoice to Committee.
 - Business card holders and lanyards for registration cards for all team managers – Sue and Suzy to source good quality products.
13. **MUSTER BBQ CANTEEN REPORT:** Directors to provide Ian / Tim with receipts and reconciliation report ASAP.
14. **SPONSORSHIP / FUNDRAISING / EVENTS:**
 - Patrick to provide report at next meeting.
 - Contracted sponsors for 2011: Blue Mountains Laser Clinic, Moshers Business Support, TwentyFive10
 - Possible / pending sponsors: Foodworks, Mortgage Bureau, Michelle Ryan, ActionCoach / Anil Puri (Kate)
 - Possible fundraisers: Magpie Markets, Bunnings
15. **HAZELBROOK BOWLING CLUB:** Get HFC member feedback, and possibly invite Phil Daniels to a meeting to discuss options.
16. **TEAM PHOTOS:**
 - To be held 2nd week in May: Tuesday 10th and Wednesday 11th (and possibly Thursday 12th if required) May 2011.
 - Need a new photographer: possibly Kangaroo Photos – Sue to call and book if seems appropriate.
17. **GLORIA PARK LIGHTS & PITCH MAINTENANCE:** Angela Loughheed advised Ian that HFC have until a certain date to take advantage of the BMCC grant otherwise it will be lost – Ian to investigate.